



State of New Jersey IT Circular Title: 152-00-01 – Information Disposal and Media Sanitization Procedure	NO: 09-10-P1-NJOIT	SUPERSEDES: NA
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	FOR INFORMATION CONTACT: Elizabeth Caldwell, Office of Policy and Planning oitpolicy@oit.state.nj.us	

ATTN: Directors of Administration and Agency IT Directors

I. PURPOSE

This procedure is to ensure for the proper disposal and/or sanitization of media that has been damaged, is to be repurposed and/or has reached end of life. This procedure is also meant to establish a media clear, purge or destroy process which is based on the classification of the information contained on the media according to the NIST Special Publication 800-88 Guidelines for Media Sanitization.

II. AUTHORITY

This circular is established under the authority of State of New Jersey P.L.2007.c.56. This order defines New Jersey Office of Information Technology's role with regard to technology within the community of the Executive Branch of State Government.

The Office of Information Technology (OIT) reserves the right to amend or rescind this and other IT circulars to respond to changes in legislation, administrative mandates, best practices, technology or operational needs.

III. SCOPE

This procedure applies to Department and Agency employees, contractors, business partners, temporary employees, administrators, and others who are responsible for the disposal, sanitization, and destruction of the State of New Jersey's media.

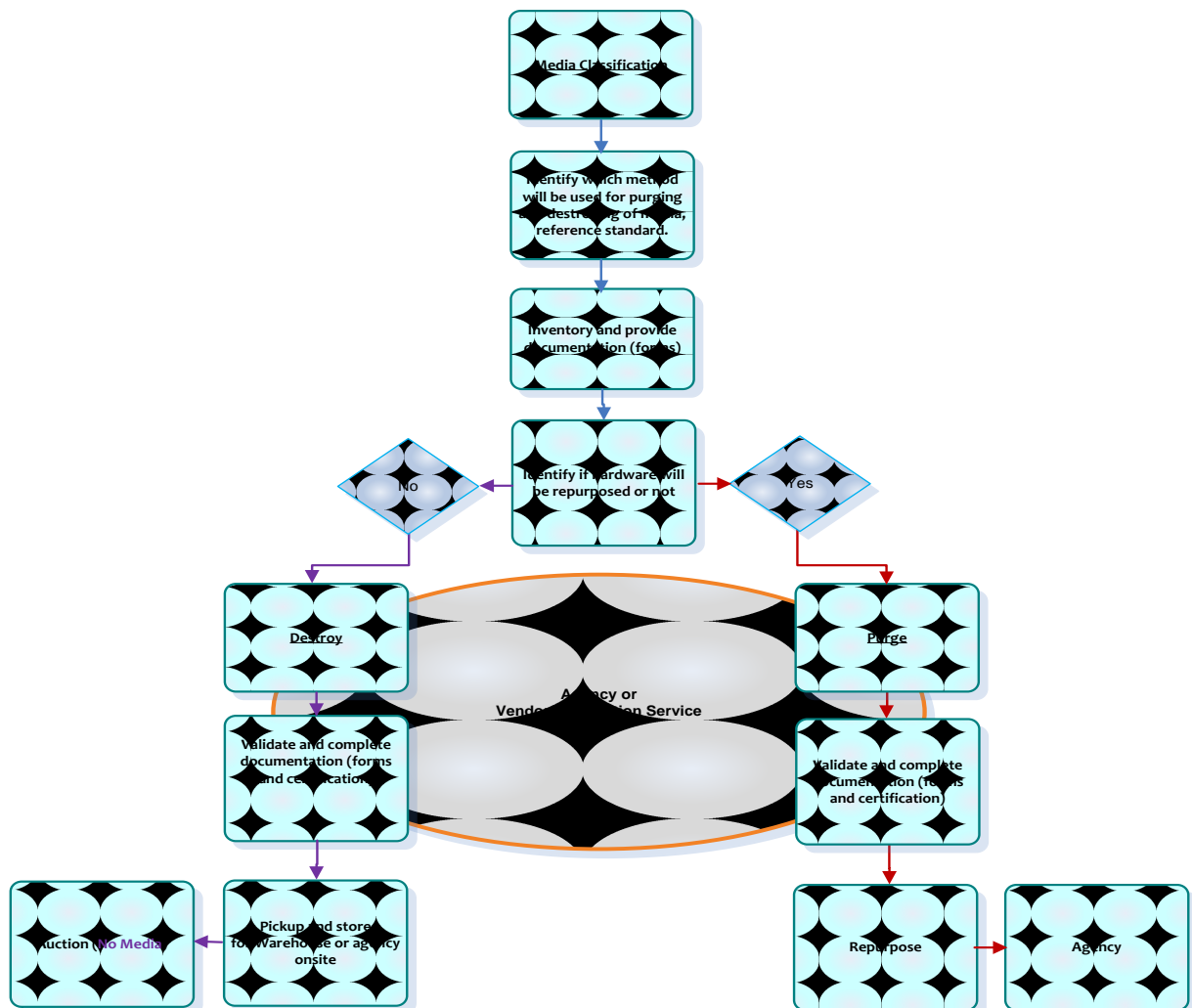
IV. RESPONSIBILITIES

Administrative Directors working in conjunction with the agency IT Directors shall be responsible for ensuring the effective implementation of statewide information technology circulars.

V. PROCEDURES

As new media is purchased, older media may be repurposed or destroyed. Departments and agencies have an obligation to protect all secure, confidential, and personal data on said media. These obligations are directed by statutes, regulations, federal, state, and/or local laws.

The sanitization or destruction of media will be determined by the classification of the data stored on that media. Data classification can expedite this process with only media containing secure, confidential, and personal information requiring destruction. In the absence of a classification, media shall, by default, be given the highest level of classification to ensure proper media disposal.



A. Media Classification

1. Reference 130 Information Asset Classification and Control Policy, Standard, and Procedure (www.nj.gov/it/ps).
2. Media that is classified as a “high” should be destroyed based on the [NIST Special Publication 800-88](#) Guidelines for Media Sanitization. If agency’s media is not classified, the media should be destroyed if it is leaving the State of New Jersey Government control.

B. Purging or Destruction

1. Agencies must purge or destroy media capable of storing data in accordance with 152-01 Information Disposal and Media Sanitization Standard. The standard provides sanitization methods that comply with NIST Special Publication 800-88 Guidelines for Media Sanitization.

2. Vendor Sanitization Services

All vendor sanitization services must be reviewed by NJOIT. The Office of Information Technology will work with the vendor to ensure the sanitization methods to be used comply with the NIST Special Publication 800-88 Guidelines for Media Sanitization.

C. Required Documentation

1. The media disposal process must meet or exceed the NIST Special Publication 800-88 Guidelines for Media Sanitization.
2. Inventory of Media (bar coding, serial number, etc.). The four forms listed below will be the primary record for purging or destroying of media. Department and/or Agency must maintain the forms for future reference and validation.
3. Completion of applicable forms listed below.
 - a. Surplus with no media - Declaration of Removal of all Hard Drives and Other Data Storage Devices on Surplus Computer and other Electronic Devices
 - b. Surplus with media – Repurpose Sanitization Validation Form
 - c. Media destruction – Media Destruction Form
 - d. Agency Onsite Pickup Media Sanitization Validation Form

A documented chain of custody process from pickup, to storage, to sanitization must be kept.

4. Vendor Sanitization Services

If a vendor sanitizes or destroys the media, the vendor must provide Certification or Validation of the pickup, storage and the sanitization of the media.

D. Repurpose of surplus hardware

1. Hardware and equipment with no media shipped to the State's Central Location

- a) Agencies must REMOVE all media consisting of hard drives, removable storage devices, and any other data storage media from the hardware before sending the hardware or equipment to the warehouse.
- b) No shipment will be accepted if the hardware or equipment contains any form of media storage.
- c) Agencies MUST use the attached "Declaration of Removal of all Hard Drives and Other Data Storage Devices on Surplus Computer and other Electronic Devices" form (www.nj.gov/it/ps) with pre-approval before shipping surplus hardware or equipment such as CPU's, laptops, copiers, or any other devices.
- d) The signed original form must then accompany the shipment to the warehouse. No shipment will be accepted without a properly completed signed form.
- e) Bureau of Special Services (B.O.S.S.). personnel will verify the unit count at time of receipt. No shipment will be accepted if the physical count does not match the form count.

2. Hardware and equipment with media within the Agency

- a) A computer with built-in media identified for repurposing or surplus must be purged and the proper documentation completed (reference inventory and documentation above).
- b) Agencies MUST use the attached "Repurpose Sanitization Validation" form (www.nj.gov/it/ps) with pre-approval before shipping surplus hardware or equipment such as CPU's, laptops, copiers, or any other devices to facilities within the Agency.

E. Media under manufacturer warranty

When media fails while covered by the manufacturer's warranty, the agency can use two methods for proper sanitization of the media:

1. The responding vendor sanitization services must be reviewed by NJOIT. The Office of Information Technology will work with the vendor to ensure the sanitization methods used comply with the NIST Special Publication 800-88 Guidelines for Media Sanitization. The vendor must provide the agency certification, that the removed media have been sanitized according to the preapproved method(s).

<Or>

2. The agency must use a method in accordance with 152-01 Information Disposal and Media Sanitization Standard and the proper documentation completed (reference inventory and disposal of media) prior to leaving the premises.

Agencies MUST use the attached "Agency Onsite Pickup Sanitization Validation" form (www.nj.gov/it/ps) with pre-approval before shipping of the media.

VI. EXCEPTIONS AND NON-COMPLIANCE

Any individual found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment. Any Business Entity found in violation of this procedure may result in a filtered connection or be denied future extranet access.

Signature on File

ADEL EBEID
Chief Technology Officer

4/8/2011

DATE